

Quality Work Plan Checklist and Resources – Section 3

State staff can use this list of questions and related resources to help implement the Quality Work Plan. Each question includes reference to where in 15-4 the guidance behind the question is found, and where in the 2015 Application Package you will describe the answers to DOE.

The first 3 questions do not relate to the territories – instead the fourth question applies.

App Section	15-4 Section	Question	Yes	No	Resources
V.5.3 and/or V.8.3	3	Have you determined the number of HEP certified QCIs needed to effectively cover your service territory?			
V.5.3 and/or V.8.3	3	Do you have a process for ensuring that number can be met?			Accredited Home Energy Professional Certification Training Centers JTA-aligned Quality Control inspector curricula and Quality Control Inspector curricula Addendum (addresses more of the soft-skills) JTA for Quality Control Inspectors Preparing for the Quality Control Inspector Certification Exam - Presentation A self-assessment to determine training needs/exam readiness Quality Control Inspector Pre-Exam Quiz Role of QCI in regards to the Home Energy Professional Certification Exam Participating Home Energy Professional certification test centers
V.5.3 and/or V.8.3	3	What is your policy for validating QCI credentials?			Search for certified Home Energy Professionals by name or state

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V.5.3 and/or V.8.3	5	For Hawaii and Territories: What skills are required to adequately inspect weatherized units according to the SWS commonly installed in your service territory?			Start with the JTA for Quality Control Inspectors Remove unnecessary skills, add missing ones.
V.5.3 and/or V.8.3	3	Do you have QCI policies and procedures in place?			
V.5.3 and/or V.8.3	3	Do these policies/procedures address situations when a QCI is not inspecting units according to Grantee-adopted and DOE-approved standards?			
V.5.3 and/or V.8.3	3	Do these policies/procedures include a description of how the local inspector is related to the work being done on the home (e.g., also performed audit)?			
V.5.3 and/or V.8.3	3	Do these policies/procedures include your monitoring strategy of the local QCI?			
V.5.3 and/or V.8.3	3	Does your monitoring strategy include the percentage of homes that will be included in the monitoring process?			
		If local agency QCI are not involved in weatherization or auditing process, minimum of 5% of units will be monitored.			
		If local agency QCI are involved in the auditing process, minimum of 10% of units will be monitored.			
		If non-prescribed QCI strategy is proposed, has it been reviewed and approved by DOE?			

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V.5.3 and/or V.8.3	3	Do the QCI policies/procedures include an outline of disciplinary action(s) for when Grantee inspection protocols are not followed?			
V.5.3	3	Can you provide DOE a copy of your monitoring inspection form?			How to create a quality control checklist using the SWS Online Tool
		Multifamily			
V.5.3 and/or V.8.3	3	Does your training plan include a strategy to ensure QCIs working in multifamily buildings attend and receive a successful evaluation from a training based on the NREL Multifamily Quality Control Inspector JTA?			JTA for Multifamily Quality Control Inspectors